Institute of Science

Student Handbook

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Esteemed Colleague;

It is with great enthusiasm that I welcome you as a student within the School of Professional Studies at Southern California University of Health Sciences (SCU). I believe that our innovative approach, focused curriculum and most importantly our existing science faculty, provide the combination of elements that has secured our past success and paved the way in providing novel approaches to teaching science and health education.

As a former faculty member, department chair, and academic dean, I share with conviction that it is because of the quality, caliber and experience of the SCU faculty that we can provide the most important product we offer: the learning experience. Further, the educational and professional competencies that you obtain are limited only by your willingness to learn coupled with the mentorship, teaching, and guidance provided during your tenure as an SCU student. There is great opportunity today as we continue to advance the science and practice of biological sciences, medicine and integrative health. This is particularly true as we progress and successfully execute the approach and delivery of our science and health related programs.

I want to thank you for participating in this journey with SCU, wishing you great success as you develop your research skills, explore science and contribute to and advance health theories and through this process become champions in relation to integrative health. Moreover, hoping that each of you achieve your academic goals, invest in your communities, and transform lives through your chosen science and health careers. As our schedules permit, I look forward to meeting and speaking with each of you.

Appreciatively,

Marty Harris, PhD

Dean, School of Professional Studies
Southern California University of Health Sciences
Institute of Science Student Guidebook: Overview & Purpose

This Student Handbook is designed as a general guide to help familiarize you with the Institute of Science and to acquaint you with the surrounding area and the services that it provides. It is also our intent to introduce you to a wide variety of issues such as financial matters, University policies, regulations, and procedures for academic and general affairs. Program details are listed in this document. The objective is to introduce you to the various expectations that exist for you as you pursue your professional preparation at SCU. You will need to explore further to get the specifics. Please remember the following:

Each student enrolled at SCU is individually responsible for knowledge of all current University policies and regulations, and general and specific requirements as contained in this handbook, program brochure and other University publications. The information contained in this handbook is subject to change at any time as a result of official actions taken by the University. Every effort will be made to provide sufficient notice to the students. The information contained in this handbook does not constitute a contract between SCU and a student. The University is not responsible for any misrepresentations of its requirements or provisions that might arise as a result of errors in preparing this handbook.
“Where to go for help”

Please note: Not all services are available on the weekends.

**Campus Safety/Lost and Found (F-20) dial 333**

Emergency: Dial “333” from any phone for assistance; wait to be transferred to a security guard. Yellow painted phone boxes are available on the campus for security assistance.

**SCU Institute of Science Offices (F-120) 562/902-3379**

**The Seabury-McCoy Library/Learning Center 562/902-3368**

The library has a collection of books, tapes, videos and DVDs that can be accessed or checked-out. The Virtual Anatomy Lab is available in the library during Open Lab hours. There are tutoring services available through the Academic Support Office located inside the library.

**Access To The University Student Policy Manual**

The Official Policy Manual can be easily accessed by:

1. going on to the University Homepage at: http://www.scuhs.edu/
2. Then opening the link for MY SCU
3. Logging on using your university supplied login and password
4. Next, opening the header for “Department”
5. Next opening the header for “Human Resources”
6. Finally, opening the header for the “Policy Manual.”
Safety Tips and Parking

Even though the campus is located in a safe neighborhood, students can further reduce the likelihood of a criminal occurrence by exhibiting prudent behavior, especially in certain situations. When moving across campus at night, for example, students may request an escort from the Campus Safety Officers. Students should report any criminal event or suspicious behavior immediately.

Campus Safety can be reached during university business hours by dialing 333 from any campus phone. There are several phones marked “Security” placed at various points on the campus external to the buildings. Just lift the receiver of the security phone and the phone will ring an officer on duty. Make a point of knowing where these are located if you are on the campus late at night or early in the morning, especially if you are alone (of course, it is far better to be in the company of others). Remember to use “911” for any genuine emergency, thereby accessing police, fire or paramedic response. Be sure to also call Campus Safety in such situations.

While you should have very high expectations of those around you, it would be wise for you to mark your personal belongings. Campus Safety exists to promote the safety and well-being of all members and guests of the campus. Safety programs will be sponsored by this office periodically. Please feel free to make suggestions by calling them at extension 333. As a matter of safety, no weapons are permitted on campus. This includes ammunition, firecrackers or fireworks of any kind, as well as any other object intended for bodily harm.

Parking

The University Parking Regulations have been established to protect all members of the University community and our nearby neighbors. The manner in which students come to, and go from, the campus communicates the degree to which they have sensitivity to the neighbors in the surrounding community. Parking permits are available in One Stop (Building B).

Parking permits are needed on weekends and evenings; therefore, students must display a valid permit and observe all applicable parking regulations. Violators are subject to a citation.
**TO PROTECT YOUR VEHICLE AND CONTENTS PLEASE LOCK YOUR CAR**

Pedestrians have the right of way over vehicles. The driver of a vehicle must use due care and consideration for the safety of others.

The speed limit is 10 mph on campus roads and parking areas unless otherwise posted.

No student or employee of the University shall park on any of the streets surrounding the campus. All parking for the University will be in the designated areas listed in the University Parking Regulations.

Failure to comply with this policy could result in suspension or dismissal from the program. If you have any questions concerning driving or parking on campus, please contact the Campus Safety Department in room F-20 or call (562) 947-8755 extension 333.
## Courses Offered

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>(Units)</th>
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<td>Biology I</td>
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<tr>
<td>BIO102M</td>
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<tr>
<td>CHEM101M</td>
<td>General Chemistry I</td>
<td>(4)</td>
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<td>CHEM102M</td>
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<td>PHYS101M</td>
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<td>PHYS102M</td>
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<tr>
<td>BIO201M</td>
<td>Anatomy and Physiology I</td>
<td>(4)</td>
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<td>CHEM304M</td>
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<td>GEN301M</td>
<td>Human Genetics</td>
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<tr>
<td>PSYC301M</td>
<td>Biological Psychology</td>
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Course Descriptions

Course Code: BIO101M Course Title: Biology I (4 units)

Course Description: This course is a comprehensive examination of the human organism. It begins with a survey of the principles and structures characteristic of all living things. The remainder of the biology course focuses on molecular biology, biochemistry, cell biology, histology, and genetics.

Course Code: BIO102M Course Title: Biology II (4 units)

Course Description: Prerequisite: Biology 1 or equivalent. Biology 2 course continues with a comprehensive examination of the human organism. It focuses on histology, anatomy, and physiology of the major organ systems found in the human body. Nutrition and evolution are also discussed. Students gain an understanding of the structure and function of the human body on a variety of complex levels.

Course Code: CHEM101M Course Title: General Chemistry I (4 units)

Course Description: Within this course, students become conversant with the scientific vernacular, chemical symbols and notation. Students will manipulate mathematical equations in order to appreciate the quantitative nature of atomic interactions. States of matter will be categorized. The Periodic Table of the Elements will be studied to illustrate chemical periodicity and bonding. The gas laws will be introduced in order to understand statistical handling of large populations of atoms and molecules. The laws of thermodynamics will be introduced, including the concepts of enthalpy and entropy.

Course Code: CHEM102M Course Title: General Chemistry II (4 units)

Course Description: Prerequisite: General Chemistry 1 or equivalent. The General Chemistry 2 course further develops the concepts of chemical bonding in order to appreciate the size, shape, polarity and macroscopic behavior of molecules. The processes of oxidation-reduction will be explained, particularly as they apply to biological systems. Solution chemistry will be introduced, stressing the concepts of equilibriums and colligative properties. Acid/base chemistry, including titrimetry, buffers, and pH will be
studied. Nuclear chemistry in the evolution of matter will be considered. Organic chemistry will be introduced as a corollary to concepts presented in the college chemistry course.

Course Code: PHYS101M Course Title: Physics I (4 units)

Course Description: This non-calculus, algebra/trigonometry based college physics course will include the following topics: Motion in one and two dimensions, velocity, acceleration, forces and Newton's Laws of motion, linear and angular momentum, circular motion, center of mass, torque, mechanics of rigid bodies, work, kinetic energy, and potential energy, Newton's Law of gravitation, Kepler's Laws, and simple harmonic motion. Problem solving skills will be strongly emphasized.

Course Code: PHYS102M Course Title: Physics II (4 units)

Course Description: Prerequisite: Physics 1 or equivalent. This course will review and include the following topics: Sound, wave interference, geometrical optics, heat, temperature, gas laws, thermodynamics, electricity, magnetism, relativity, quantum mechanics, and nuclear physics. A non-calculus approach will be used with only as much algebra and trigonometry as is required to give a precise treatment of physical problems. Problem solving will be emphasized.

Course Code: CHEM201M Course Title: Organic Chemistry I (4 units)

Course Description: Prerequisites General Chemistry 1 & 2 or equivalents. The course will begin with a review of some of the major concepts in inorganic chemistry. The chemistry of carbon compounds will be distinguished from inorganic chemistry. The various classes of aliphatic and aromatic compounds will be examined. The diversity of functional groups will be explored with regard to reactivity and mechanism. Nucleophilic and electrophilic reaction mechanisms will be stressed. Stereochemistry will be explored. Concepts of hydrophobicity and hydrophilicity will be examined in relation to extraction, phase partitioning, absorption and chromatography. Biochemical and physiological analogies will be reviewed.
Course Code: CHEM202M Course Title: Organic Chemistry II (4 units)

Course Description: Prerequisite Organic Chemistry I or equivalent. This course further elaborates functional groups with emphasis on alcohols, phenols, ethers, aldehydes, ketones, amides, esters, amines, and carboxylic acids once the nature and reactivity of these functional groups is understood, important biological examples will be stressed and elaborated. Biochemistry, particularly the properties and metabolism of biological macromolecules such as nucleic acids, lipids, and proteins will be introduced.

Course Code: BIO201M Course Title: Anatomy and Physiology I (4 units)

Course Description: This course will provide a solid overview of the structure and function of the human body and mechanisms for maintaining homeostasis. Topics include the study of cells, tissues, and the integumentary, skeletal, muscular and nervous systems. Emphasis is placed on the integration of systems as they relate to normal health. Laboratory exercises provide first-hand experience with the structures and processes discussed in lecture.

Course Code: BIO202M Course Title: Anatomy and Physiology II (4 units)

Course Description: Prerequisite Anatomy and Physiology I or equivalent. This course will focus on the structure and function of the human body and mechanisms for maintaining homeostasis. Topics include the study of blood, cardiovascular system including lymphatic system, immune system, respiratory system, digestive system, urinary system and male and female reproductive systems. Emphasis is placed on the integration of systems as they relate to normal health. Laboratory exercises provide first-hand experience with the structure and processes discussed in lecture.

Course Code: CHEM304M Course Title: Biochemistry (4 units)

Course Description: Prerequisite: General Chemistry 1 or equivalent, Organic Chemistry 1 or equivalent. Biochemistry examines the structure and function of the following biological macromolecules in the context of cellular integrity, dynamics and metabolism: carbohydrates, lipids, proteins and nucleic acids.
The weekend biochemistry topics include enzymology, bioenergetics, catabolism, anabolism, regulation of gene expression, biotechnology, and hormone regulation of mammalian metabolism and the pre-biotic evolution of life on earth. This course is designed to enhance, deepen, and further integrate knowledge of the subject by developing different problem-solving skills and conceptual organization.

Course Code: BIO120M Course Title: Microbiology (4 units)
Course Description: The course is designed to convey general concepts, methods, and applications of microbiology for health sciences. The role of microorganisms in the environment and in human disease is discussed. Topics include: immunology, bacteriology, virology, and mycology; the morphology, biochemistry, and physiology of microorganisms including bacteria, viruses, and fungi; the diseases caused by these microorganisms and their treatments. Laboratory portion of the course provides first hand experiences that inform, illustrate, expand, and reinforce major concepts discussed in lecture.

Course Code: GEN301M Course Title: Human Genetics (4 units)
Course Description: This course will address the human nature of genetics, genetic development and health and wellness areas related to how genes interplay within the human organism. Historical concepts in research and genetic developments will be explored. Additionally, concepts related to ethics and genetics, research and application will be explored. Students will learn how genes influence physical traits, physiological considerations, and issues related to health, wellness and related applications.

Course Code: PSYC301M Course Title: Biological Psychology (4 units)
Course Description: This course will focus on the central nervous system and how it applies to abnormal behavior. The structure and function of the brain as it relates to thoughts, action, and behavior patterns will be explored. Topics include psychosocial diseases, learning, memory,
language, sleep cycles, human sexuality, and addiction. Students will recognize the way biology, anatomy, and physiological factors of the human nervous system apply to psychological problems.

**Format**

The course delivery is an accelerated format. All courses are 4 weeks in length and a typical trimester will include three 4 unit courses. Following the SCU trimester length, courses will be offered Friday evenings 5pm-10pm and Saturdays 10am-6pm. Labs for all classes will take place on Friday evenings and lectures will take place on Saturdays. Online content including exams and discussions questions will be available through the MySCU online portal.

**Course Requirements**

General level courses require no prerequisites. Second level courses require a passing grade of the general course that precedes it.

**Enrollment**

Enrollment into the program requires a completion of the Institute of Science enrollment application.

**How to Add/Drop a Course**

Students can withdraw from any IoS course by submitting a formal withdrawal online. The student withdrawing from a course must log in to the MySCU portal and click on the "Drop Course" link and complete the course drop request. An email confirming the drop request will be sent to the student, acknowledging the withdrawal.
Attendance and Grades

Students are required to attend all hours of the program. In the case of an excused absence, students should contact the instructor to see what arrangements can be made to make-up the hours missed. Students are responsible for being on time and prepared for each class session with homework assignments completed, appropriate attire, supplies, etc. All homework and in-class assignments and exams will be graded. Students must maintain a 75% average on all assignments and exams to successfully continue in and complete the program. Students who fail to maintain hours and grades may be placed on academic probation and/or dismissed from the program.

The maximum amount of seat time students in the IoS can miss is 20%. The distance learning portion is asynchronous learning, and it is the instructor’s prerogative to accept or reject a student’s late work.

It is expected that students attend all lecture and laboratory sessions. To obtain credit for a course a student must be present in class/laboratory a minimum of 80% of the time. Note that in all IoS four-credit, four-week courses, 20% represents a maximum of ten (10) absence hours: maximum of ten (10) hours in lecture or maximum of ten (10) hours in laboratory.

Any absence, excused or otherwise, does not exempt students from any academic requirements. The student is responsible for all of the work and activities associated with the class or lab that the student has missed.
If excessive absence of a student is established in a class at any time, that student will be withdrawn from the class and assigned a grade of “WF” in that class. If three or more courses are assigned “WF” as a result of excessive absences, the student may be subject to suspension or dismissal from the college. The dean’s office shall make notification of such action in writing. In exceptional circumstances, the dean shall have the authority to make a recommendation for exception to enforcement of the guidelines for suspension or dismissal.

Students who must be absent may request that the absence be excused by the dean. Absences deemed acceptable by the dean will be counted as excused absences. Only those absences which meet the “make-up examination” criteria will be deemed acceptable (i.e., illness, car problems, religious holidays, death in family, etc.). Documentation must be provided for an excused absence to be approved. All forms must be completed within seven calendar days upon returning to the campus. Excuses which are presented after seven days will not be approved by the dean or forwarded to the faculty. An excused absence is still considered part of the overall attendance policy.

A student may withdrawal from the class any time prior to the final exam and earn a grade of “W.” Students can continue to the next course as long as any pre-requisites have been met.
**Make-up Examinations**

The opportunity to sit for a make-up examination is a privilege given to all students with valid excused absences. In the event that the project/evaluation cannot be re-created without extreme hardship to the faculty or the institution, the lead instructor may elect to simply not count the points allotted to that assignment towards the student’s final grade. The faculty and administration realize that certain circumstances may prevent a student from being present on the day of a major lecture or laboratory exam. The procedure for requesting and conducting a make-up examination is as follows:

1. If a student must miss an exam, they are to notify the college dean and fill out the excused absence request form upon returning to campus following absence, since these offices hold the final authority to validate excused absences in determining eligibility for make-up exams.

2. The college dean will notify the student and faculty of absence approval decision via campus e-mail. If the student’s request is approved, the student must make a payment and show a paid receipt to the Dean’s office prior to the exam being re scheduled. The student should bring a Make-Up Exam Form (with the amount due) to Student Accounts to make payment. Student Accounts will keep a copy of this form for payment back-up. Then the student will return the form to the appropriate Dean’s office along with their receipt. Once proof of payment if shown, then the student can schedule the make-up exam.

3. The course instructor, or another individual appointed by the instructor, will schedule and administer the make-up exam within seven (7) days of the return from absence.

4. Students will risk receiving “no credit” for an exam under the following circumstances:
a. Student missed any exam without a validated excuse;

b. Student did not request a make-up exam upon returning to campus following absence; or,

c. Student failed to appear for a make-up exam.

5. Students who missed final exams at the end of the trimester with validated excuses will receive an incomplete grade (“I”).

6. Students with an "I" grade must see the college dean on or before the first class day of the following trimester and fill out the excused absence form. At that time they must pay a make-up exam fee, and if determined to be eligible for a make-up exam, complete the approved make-up exam by the scheduled date.

Class Supplies

Most courses require a lab component with the course. Flame resistant lab coats and UVEX goggles are required for all students. These items need to be purchased prior to the first laboratory and brought to every class. These can be purchased independently or from the campus store at a cost of $20 per lab coat and $5 per goggles. Disposable lab coats will be provided in Anatomy and Physiology laboratory sessions. Gloves will be provided in all classes. There are fees that may apply for the materials and use of our lab. Each course lab fee will be required before classes begin.

Textbooks

Textbooks are required for each course. Students are required to verify via MySCU which textbook is required for the course. It is essential to order textbooks in time to receive them prior to the first day of class.
**Tuition and Fees**

Effective February 28, 2014, IoS tuition is $497.00 per unit, laboratory fees are $235.00, and a technology fee of $50.00 per course is applied. Therefore, the tuition rate for a 4 unit course is $2,273. Tuition is due on the first day of class. Students paying their tuition in full have a grace period of until the Thursday following the first weekend of class. Students who sign up for a payment plan must make the first payment the first weekend of class.

Each independent study class is $692.00.

**Payment options:**

Payment in full to SCUHS: Cash/ Credit/ Check Payment

Payment Plans weekly payment plans are available. Annual $50 fee is assessed to use this option.

**Financial Aid**

Private Student Loan: Available to both students and parents who need assistance with educational expenses. Private educational loans are credit-based funding provided by outside, nonfederal lenders to pay for the cost of attendance not covered by any other financial aid.

Eligibility, terms and conditions are determined by the lender. Private student loans are not subsidized and not guaranteed by the federal government. If interested in using private educational loans please contact the Financial Aid office by calling 562-947-8755 ext. 766.

The Financial Aid Office is located in One Stop (Building B).
Refunds

IoS students need to officially withdraw from a class by the Thursday following the first weekend of class to avoid any financial responsibilities or academic records on their transcript.

Students who officially withdraw Friday through Sunday of the second weekend will be responsible for 25 percent of the tuition cost.

Students officially withdrawing after the second weekend will be responsible for the full tuition cost.

For further details, please refer to the student policy manual.

Accommodating Disabilities (including Learning Disabilities)

In keeping with the Americans Disabilities Act of 1990, Southern California University will accommodate a student’s known physical or mental limitations in order to enable him or her to perform the essential functions of the curriculum, to the extent the necessary accommodations are reasonable and do not impose undue hardship to the University. Interested students should request information regarding the services offered by the University. The Learning Resource Specialists are located in the library and can assist with the documentation required to access special services due to disabilities.

Tutoring Services

Tutoring services may be available through the Learning Resource Center at no cost; however, any student on Academic Probation will have to pay a $500.00 fee per trimester until he or she is off probation.
**Student Code of Conduct**

The University Code of Ethics calls on students, faculty, staff and administration to encourage compliance and to take reasonable steps to discourage violations. The faculty should endeavor to avoid academic requirements and procedures that place honorable students at a disadvantage. The faculty and staff should endeavor to minimize inducements to dishonesty.

Any student, staff, administrator, or faculty member of the SCUHS community may report an incident regarding any student misconduct to the Executive Director of Student Affairs Student Judicial Board in the form of a written report. The following information should be included in the written report:

1. Identification of the student(s) or organization;
2. A statement of facts and allegations, including the names of witnesses;
3. Where applicable, a statement of the repair bill or estimate.

The report should be submitted as soon as possible after the incident takes place.

Upon receipt of a report or other information about alleged violation of the student code of ethics to the Director of Student Affairs, an SCUHS official may conduct an inquiry to determine whether the allegation(s) being reported appears to have merit. The person(s) filing the report, the person(s) alleged to be involved in the violation, and/or the person(s) who may have witnessed pertinent acts or who may have pertinent information about the incident may be summoned to provide information prior to judicial charges being issued. A student who fails to appear when summoned during investigations may be charged with a violation of the Student Code of Ethics.

Students interested in finding out more information can go to

https://my.scuhs.edu/ICS/Departments/Human_Resources/SCU_Policy_Manual.jnz
SCU Principles:

Principle 1 – Nondiscrimination -

The University is committed to equality and nondiscrimination in the pursuit of education, the discharge of employment, and the pursuit of promotions, honors, and awards. It is committed to equality and nondiscrimination regarding race, color, ethnicity, ancestry, national origin, sex, marital status, sexual orientation, religion, age, and disability.

Principle 2 – Academic Freedom -

The University is committed to the ethical facilitation of academic freedom and inquiry, scientific investigation, and the public and private discussion of academic, philosophical, scientific, and spiritual ideas. This commitment includes facilitation through provision of a safe and responsible environment, along with governance and policy-making processes that are applicable to the University community.

Principle 3 – Ethical/Professional Conduct –

The University is committed to the highest standards of professional and personal conduct. Its faculty, administration, students, and staff support the University Mission and goals, modeling behavior of quality service, integrity, and problem solving.
**Academic Integrity**

IOS embraces the definition and the core values of academic integrity as defined by the Center of Academic Integrity: a commitment, even in the face of adversity, to five fundamental values from which flow principles of behavior that enable academic communities to translate ideas into actions. These values are:

*Honesty*: The quest for truth and knowledge requires intellectual and personal honesty in learning, teaching, research, and service.

*Trust*: Academic communities must foster a climate of mutual trust, encourage the free exchange of ideas, and enable all to reach their highest potential.

*Fairness*: All interactions among students, faculty and administrators should be grounded in clear standards, practices, and procedures.

*Respect*: Learning is acknowledged as a participatory process, and a wide range of opinions and ideas are respected.

*Responsibility*: Academic communities uphold personal accountability and related responsibility.
Specific Behavioral Guidelines for Students

- Students are expected to treat all individuals with respect, equality and nondiscrimination in order to build trust with the public at large. Under no circumstances will discriminatory or derogatory behavior or remarks, verbal or written, which disparage an individual, or group on the basis of religious preference, skin color, race, ethnicity, national origin, sexual orientation or gender, be tolerated.

- Students are expected to assert their rights, but must do so with a respectful attitude toward other students, faculty, administration, staff and the public.

- Students should treat members of the opposite gender with the highest degree of respect.

- Every member of the campus community is obligated to report any instance of sexual harassment to a University official.

- Students must be mature and responsible team members. Students found to be engaged in rumors and breaches of privacy are subject to disciplinary action.

- Theft of or non-accidental damage to property of another student, member of the campus community or the university is prohibited. Borrowing without permission can be considered theft.

- The willful destruction of property belonging to another member of the campus community on or off campus is considered vandalism and is subject to disciplinary action.
1. **Student Dress Code** –

The University requires students, while on campus, to practice acceptable personal hygiene, dress, and maintain appropriate attire and appearance befitting students in professional training.

2. **General Student Conduct** –

Students shall at all times maintain themselves in a manner befitting professionals.

**Best Practices for Succeeding in the Institute of Science**

**Learn Through Practice**

Students are best able to retain knowledge and enhance skills through repeated opportunities to practice what has been learned. This will be especially relevant in the lab portions of the classes.

**Learn Through Dialogues**

Learning is increased in an informal atmosphere where students are able to share thoughts and experiences through class discussions. Be prepared to come to class with an understanding of the material that will be discussed that day in order to get the most out of the class sessions.

**Learn by Layering**

Information from lectures is layered so that basic information comes first, followed by exercises and experiences in the laboratory portions. This allows information to be used in practice and really learned when applying the information in a real-world scenario. This way the information is actually understood, rather than just memorized and regurgitated.

**Learn How to Learn**

A key skill necessary when completing a degree is identifying how to improve one’s actual ability to learn. This means recognizing what kind of learning style is most effective and what is
needed to succeed in the courses. People tend to fall into 3 different types of learning styles: visual, auditory, or kinesthetic. Not everyone learns the same way, so it is essential to figure out the most effective way to retain and apply information.

**Guidelines for Class Discussions**

**Listen**
As people are sharing personal experiences and points of view, listen to one another with respect.

**Participate**
Becoming engaged in the discussion is important. Participation doesn’t always mean speaking, but it does mean paying attention and being present in the class discussion. It is also important to allow everyone the chance to speak so that no one person is dominating the class discussions.

**Turn off Technology**
This means that cell phones, laptops, and tablets should be on silent at all times during class sessions. The vibrate function should also be suppressed so that there are no outside noises of distractions. This will allow the class’s full attention to be on what is happening in the classroom.

**Ask Questions**
Asking questions is a great way to learn and to gauge understanding. There will be no judgment for asking relevant questions needed for clarification.

**Get Involved**
The key to success in this program is student initiative; a willingness and desire to put forth effort and contribute is essential. To succeed in these sciences courses, students will need to get fully involved in each lesson and every lab. Class activities will require student engagement, which will be part of the grading rubric.
IoS Contact Information

For additional clarification, comment or input, please contact the Dean or Director or relevant staff program administrator of the Institute of Science within the School for Professional Studies.

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